



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative Trainee [Classified Non-Competitive]			Salary P95 \$41,230.15
Posting Number 183-16	Position Number 945659	Number of Positions 1	Posting Period * From: 12/23/16 To: 1/06/17
Location: Division of HIV, STD and TB Services, STD Program 50 E. State Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the close supervision of the STD Program Manager, or an assigned supervisor, the Public Health Representative Trainee will receive on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and evaluation of the HIV/STD Partner Services Program. Learns to conduct research in the identification of grant/funding sources, and assist in the preparation and writing of grant proposals. Learns to develop, and prepare program resources to help identify needs in particular areas. Under supervision, learns to conduct on-site evaluations and audits to ensure compliance with regulations and contracts. Responds to inquiries regarding program activities or requirements, and refers complicated inquiries to senior level staff. All other duties as assigned.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Dawn Costello, Executive Assistant 2
HIV, STD and TB Services
Reference Posting #183-16
New Jersey Department of Health
PO Box 363
Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTHIVAIDS@doh.nj.gov

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**

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